| # FSIS NOTICE | 4-05 | 1/13/05 |
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## PERFORMANCE BASED INSPECTION SYSTEM (PBIS) VERSION 5.1

### I.  PURPOSE

This notice announces that in January 2005, inspection program personnel, including import inspectors, will begin using PBIS 5.1, which is an updated and enhanced version of the electronic field version of PBIS.

### II. BACKGROUND

The Food Safety and Inspection Service (FSIS) has been using PBIS since 1989. Over the past fifteen years, numerous enhancements have been implemented and executed within this application, including introduction of the electronic field version of PBIS 5.0 in FY 2001.

The highlights of the new application include:

1.  "Alert screen" that will be used to provide important information to inspection program personnel.  **NOTE**: Whenever an "alert screen" is received, click in the box next to the information and click the "Acknowledge" button to indicate that you read the alert, then proceed as instructed by the message.

2.  The addition of a FedEx (Overnight Mail) Address to make it easier for inspection program personnel to change the delivery address of supplies.

3.  The addition of an Establishment e-Mail Address for Laboratory Results that will make it easier for an establishment to receive its laboratory sample results electronically.

4.  Format changes for entering procedure results that will allow inspection program personnel the ability to enter results, add unscheduled procedures, and document noncompliance options all on one screen.

| **DISTRIBUTION:** Inspection Offices; T/A Inspectors; Plant Mgt; TRA; ABB; TSC; Import Offices | **NOTICE EXPIRES:** 2/1/06 | **OPI:** OPPED |
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5.  Format changes for several reports that will make them easier to read.

6.  A magnifying glass icon that will allow easier changes to fields.

7.  The addition of homeland security activities (08S03-08S13).  **NOTE**: The new codes will be effective upon the issuance of FSIS Directive 5420.1, Revision 1, *Homeland Security Threat Condition Response – Food Security Verification Procedures*, and FSIS Directive 5420.4, Revision 2, *Homeland Security Threat Condition Response- Emergency Procedures for the Office of International Affairs Import Inspection Division*.

## III. INSPECTION PROGRAM PERSONNEL RESPONSIBILITIES

Inspection program personnel are to ensure that the **File-Update-Establishment Profile-IIC tab** (see section 2-12h in the PBIS 5.1 User's Guide) is accurate and current, especially in rotational assignments.  Also, under the **Establishment tab**, inspection program personnel should indicate in the Inspection Systems block whether the establishment operates as a dual jurisdiction (FSIS and FDA) establishment (DJE).  **Inspection program personnel should review the data in the establishment profile at least every 120 days and update whenever necessary as required by changes**.

The prominent feature of PBIS is that data for the entire country is maintained in a single database.  The process of synchronization keeps data consistent between Headquarters and computers in the field.  Every time inspection program personnel perform the synchronization procedure, the latest PBIS data on the Government computer is updated to the central server, and if there are any changes on the consolidated server that affect the assignment of inspection program personnel, such as a new plant being added to the assignment, or a new schedule that was just built, these changes are sent to the Government computer.

To perform the synchronization step, inspection program personnel are to go to the FSIS Applications - Inspection Assignments on the FAIM start menu and use the "Synchronize Data to HQ" shortcut function.  Inspection program personnel are to make an effort to synchronize the data results at least once each day the establishment operates under Federal inspection, **but must synchronize data at least weekly**.

Instructions on downloading PBIS 5.1 will be sent by a separate electronic mail message when it is available for implementation.  That message will also provide instructions for downloading the updated application and the updated User's Guide.

## IV. TECHNICAL ASSISTANCE AND THE HELP MENU

Built into the PBIS 5.1 application is a HELP menu option.  This HELP menu contains a PBIS Version 5.1 User's Guide that contains instructions on using the system and other information about the PBIS application.

Please refer any technical questions regarding this application to the Technical Service Center at 1-800-233-3935.

*Philip S. Derfler* /s/

Assistant Administrator
Office of Policy, Program, and Employee Development